

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.																																																	
Explanation (Show any positions replaced) Standard MWR NAF PD					7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																						
					10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																																																	
															14. Agency Use NAF																																																						
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date																																							
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review					Club Manager					NF					1101					04					SN					12-31-01																																							
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																																																											
18. Department, Agency, or Establishment										c. Third Subdivision																																																											
a. First Subdivision										d. Fourth Subdivision																																																											
b. Second Subdivision										e. Fifth Subdivision																																																											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																																																											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																											
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																											
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																																																											
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										OPM Intro to Position Classification Standards TS-134 Jul 95 TS-107 Aug 91 GS-1101 General Business and Industry																																																											
Signature										Date										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					

## 25. Description of Major Duties and Responsibilities (See Attached)

**NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Club Manager POSITION NUMBER 01-0071 JOB SERIES: 1101 PAY LEVEL: NF-4 Summary of Duties:**

Responsible for the economic and efficient operation of a full service club which includes bar service, catering, entertainment and dining services. Implements higher level directives, formulates procedures and programs to ensure high standards of food and beverage, recreational and entertainment/promotional programs. Establishes, reviews, and evaluates menu planning, catering and food service, purchase of supplies, equipment and materials. Participates with Food & Hospitality Director in establishing financial goals commensurate with market analysis of area. Adheres to proper military and civilian protocol, and coordinates with military and civilian leadership in connection with Club activities.

Plans, organizes work and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budgets, inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary. Either directly or indirectly through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy's Equal Employment Opportunity policy, and ensures compliance with fire, safety, security, sanitation and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Must be alert to alcohol abuse and take appropriate action. Maintains and enforces security for MWR funds, merchandise, supplies, equipment, and property to preclude or minimize the potential for fraud, waste and abuse.

Performs other related duties as assigned.

**Minimum Qualifications:**

A minimum of four years experience that demonstrates progressively responsible administrative, professional, work involving one or more functions of club operations. Knowledge of NAP policies and procedures preferred. Must demonstrate ability to deal effectively with all management and patrons, and communicate orally and in writing.